

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Prosecutor Paralegal II	<u>Revision Date:</u>	12/17
		<u>EEO Category:</u>	Paraprofessional
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	30309

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the City Prosecutor or Assistant City Attorney/Prosecutor, performs activities related to the prosecution of criminal cases. Performs legal research and discovery; screens facts of cases to decide the filing of charges; creates disposition offers in existing criminal cases; prepares documents and obtains relevant records for the prosecution of pertinent cases; assists in providing education and training in court procedures and policies.

III. Essential Duties:

- Analyzes facts of traffic cases and creates disposition offers. Discusses offer with traffic defendants and adjusts offer as necessary.
- Screens cases for the filing of criminal charges. Analyzes facts and compares to elements of crime to ensure charges are appropriate. Evaluates and requests evidence for potential trials.
- Performs legal research and discovery under direction of attorneys. Redacts information as appropriate under the Criminal Rules. Obtains copies of pertinent cases, analyzes the cases and prepares inter-office memoranda.
- Coordinates and manages pleas by mail. Analyzes whether Defendant qualifies and creates pretrial offer for the plea by mail. Explains offer and process to Defendant and processes completed pleadings with Court.
- Drafts ordinances, pleadings, letters, inter- office memos and updates files.
- Liaisons w/Victim and coordinates the restitution request processes with the Court.
- Manages Prosecutor's follow up and charge enhancement requests on cases sent back to the Law Enforcement Agencies.

IV. Marginal Duties:

- Organizes and maintains criminal files.
- Processes photo, drug and video requests to law enforcement agencies.
- Maintains calendars for Court appearances, filing deadlines, hearings, and trial dates and other case management requirements.
- Liaisons with Bureau of Criminal Identification for all criminal database access requirement. Ensures compliance with all BCI regulations. Familiar with court rules procedures.
- Informs individuals whose problems cannot be handled by the City Prosecutor's Office of the proper agency or individual to contact.
- Performs other duties as assigned

V. Qualifications:

Education: Certificate of completion from a recognized paralegal program.

Experience: Two years of related government legal experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Court procedures and policies, state statutes, municipal ordinances and court interpretation;

working knowledge of legal research methods, English usage, basic writing skills, spelling and vocabulary; word processing and computer equipment and software.

Responsibility for: Confidential legal information that should not be disclosed to others because it may be damaging to others, the City itself, or cause other related problems.

Communication Skills: Glean relevant information to inform enforcement personnel and the public regarding City ordinances and court procedures and to develop and compose legal pleading and correspondence.

Tool, Machine, Equipment Operation: Regular computer use is required with ability to operate mainframe system and word processing software; regular use of office equipment including a printer, telephone, fax machine, and copier machine to copy legal documents; frequent use of scanner machine.

Analytical Ability: Analyze facts, case law, and statutes; apply knowledge of law and legal procedures in drafting legal documents; order work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with attorneys and support staff; prepare statistical reports; deal with highly confidential information; develop, design, and input word processing and computer applications.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Minimal physical exertion is required; employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is generally referred to supervisor only when judgment or policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____

DATE:_____

PERSONNEL DEPT. APPROVED BY:_____

DATE:_____